



Recruitment Pack



Pre-School Assistant (s)



Birchfield Community Primary School

Yeovil, Somerset

Dear Applicant

Thank you for your interest in the Pre-School Assistant(s) vacancy at Birchfield Community Primary School and Pre-School.

We are looking to appoint 3 additional members of staff:

1 x 30 hours per week, Monday to Friday, term time only

2 x 16 hours per week, Monday to Friday, term time only

These vacancies have arisen due to the increase in numbers as a result of the move in February 2017 to a larger premises.

A further exciting opportunity on the horizon would require the appointed staff to potentially work across multiple sites in a neighbouring setting.

Our vision is 'to provide a happy, caring and stimulating environment where children will recognise and achieve their fullest potential, so that they can make their best contribution to society.' All staff and governors are committed to Birchfield's future success and we are looking for staff that will join us in achieving our vision.

We hope you will find this recruitment pack beneficial and provide you with you the information you require and welcome you to contact the school and arrange a visit, prior to interview.

We look forward to receiving your application. Should you have any queries please do not hesitate to contact Lucy Mitchelson (Pre-School Manager) (01935) 429986, lmitchelson@birchfieldprimaryschool.co.uk or contact the School Office on (01935) 427609.

Best Wishes

Richard Culham
HEADTEACHER



The Vacancy

We are looking to appoint 3 x Pre-School Assistant(s):

- 1 x 30 hours, Monday to Friday, term time only (post ref PS/2018/1)
- 2 x 16 hours, Monday to Friday, term time only (post ref PS/2018/2)
- £7.83 - £7.90 per hour pro rata salary (pay offer 2018 / 2019 currently subject to consultation with the Trade Unions).
- Flexible to work at multiple neighbouring sites
- Start date: Easter 2018.

We are looking to appoint 3 well organised, enthusiastic and motivated Pre-school Assistants to accommodate the expanding setting, as a result of their move in February 2017, to a larger premises (on site). The successful applicants will be a good team player, professional and able to communicate effectively with children, parents and staff. The successful candidates must be reliable and have a good knowledge and experience of working within the Early Years Foundation Stage curriculum and Statutory Framework. Candidates will have a flexible approach in promoting the development, welfare and potential of all children and have experience of key person responsibilities for children aged 2-4. You will hold a minimum of NVQ level 3.

In return we offer you a rapidly developing Pre-school and school with huge ambitions, training, wonderful children, a dedicated team of staff and supportive parents and Governors. Visits are welcomed and encouraged.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to relevant employment checks and criminal background check via the disclosure procedure.



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Selection Procedure

- Advert placed in the Western Gazette, Blue Sheet Bulletin, Somerset County Council jobsite, Childcare Jobs Dorset jobsite and school website.
- Closing date for applications: 05 February 2018 at 5.00pm
- Interviews date: w/c 19 February 2018

(due to the volume of applicants we are not able to respond to every applicant individually, therefore if you have not heard from us by 19 February 2018 you have not been successful in reaching interview stage).

Main Duties and Responsibilities (Job Description)

Post	Pre-School Assistant
Grade	16 (£7.83-£7.90 per hour)

DUTIES AND RESPONSIBILITIES

- To assist with planning the curriculum by providing safe, creative and appropriate educational opportunities for all children within an inclusive environment, preparing activities, and organising equipment.
- To act as a keyworker to a group of children to ensure individual needs are met, liaising closely with parents/carers, and to be responsible for observations and record keeping relating to the progress and development of key children
- To encourage parental involvement and support through the development of effective working relationships.
- To ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities, and to advise the pre-school manager of any concerns over children, equipment etc.
- To follow all pre-school and whole-school policies, including those regarding safeguarding and confidentiality.
- To ensure that the pre-school offers the highest standards of physical and emotional care, health and safety, and personal and food hygiene at all times.
- To work creatively with children within the EY framework.
- To interact with children to provide a range of stimulating activities to promote all areas of learning.
- To follow inclusive practices to ensure all children have equal access to opportunities to learn, interact and develop.



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- To work with a range of people including staff, professionals and agencies, visitors and student placements.
- To change nappies and assist with toileting as required.
- To promote positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour.
- To have a positive approach to continuous professional development and attend training and staff meetings as required.
- Safeguarding is everyone's responsibility and all employees are expected to adhere to safeguarding policies and procedures. You are therefore expected to have a clear understanding of your own role and responsibilities to ensure our children's safety.

Reports to: The Pre-school Manager

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Person Specification

Essential/Desirable

Requirements

Skills, aptitude, knowledge and experience

- Ability to plan effective learning and care activities using the EYFS framework. Essential
- Ability to work independently using own initiative. Essential
- Ability to self-evaluate learning needs and actively seek learning opportunities. Essential
- Ability to relate well to children and adults including other professionals/carers/parents. Essential
- Ability to demonstrate and promote good practice in line with the ethos of the preschool both indoors and outdoors. Essential
- Ability to manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listened to. Essential
- Effectively communicate with adults and children. Essential
- Good written, verbal and non verbal communication. Essential
- Experience of having kept written records of children's achievements including observations. Essential
- Willing to work at multiple neighbouring sites Essential
- Proven experience of working with children in an early learning environment, either on placement or in paid employment. Desirable
- Ability to reflect on learning and care needs and use this knowledge to impact on children's outcomes e.g. in planning, procurement of resources, communication with parents. Desirable
- Experience of working with other agencies and professionals. Desirable
- Knowledge and understanding of the type of external support that is available to support children's development (i.e EAL/SEN), and associated practical experience. Desirable
- Ability to interact with children and support their involvement in physical activities and outdoor play. Desirable

Qualifications

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- Relevant Level 3 qualification eg. Level 3 Diploma for the Children & Young People's Workforce (early learning & childcare), NVQ Level 3 in Children's Care, Learning and Development (CCLD) or equivalent qualifications. Essential
- Requirement to participate in training/development as and when identified by line manager as essential for performance of the post. Essential
- Willingness to participate in other development and training opportunities. Essential
- Completion of Working Together to Safeguard children. Desirable
- Training in the relevant strategies e.g. parenting and/or in particular learning areas, e.g. quality improvement, observation and record keeping, Communication, Language and Literacy, ICT, maths, SEN, EAL etc. Desirable
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. Desirable
- Understanding of principles of child development and learning processes and in particular barriers to learning. Desirable
- Health & Safety certificate. Desirable
- Paediatric First Aid certificate. Desirable

Personal Attributes

- Proactive and positive team player, able to work constructively as part of a team to understand pre-school roles and responsibilities and own position within these. Essential
- Enthusiasm for learning and working with children. Essential
- Caring, friendly, approachable, open, inclusive, welcoming, and personable. Essential
- Able to maintain confidentiality at all times. Essential
- Reflective approach and commitment to personal development. Desirable
- Able to provide consistently high levels of quality care and education opportunities to all children, in pressured and sometimes challenging environments. Desirable



Other

- 2 references
- DBS check

Essential
Essential



How to Apply

Application form to be completed and returned to on 05 February 2018 by 5.00pm.